

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 050-11

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: PRESS AND MEDIA SPECIALIST
FSN-6002-11*; FP-04** (FULL PERFORMANCE LEVEL)

or

PRESS AND MEDIA SPECIALIST
FSN-6002-10*; FP-05 (steps 5 through 14)**
(TRAINING/DEVELOPMENTAL LEVEL)

OPENING DATE: October 30, 2011

CLOSING DATE: November 20, 2011

WORKING HOURS: FULL-TIME; 40 hours per week
(Occasionally may be required to work evenings and weekends)

SALARY: Full Performance Level:

**** Not-Ordinarily Resident (NOR):**

Position Grade: FP-04

Salary range: US\$ 53,003 p.a.

*** Ordinarily Resident (OR):**

Position Grade: FSN-11

Starting Salary: KD 15,346 p.a.

**** Final grade/salary to be determined by
HR/OE – NEA/EX/HRD**

*** Actual grade and salary will be based on
the qualifications of the applicant.**

Training/Developmental levels:

**** Not-Ordinarily Resident (NOR):**

Position Grade: FP-05 (steps 5 through 14)

Salary range: US\$ 48,338 - US\$ 63,071 p.a.

*** Ordinarily Resident (OR):**

Position Grade: FSN-10

Starting salary: KD 13,952 p.a.

**** Final grade/salary to be determined by
HR/OE – NEA/EX/HRD**

*** Actual grade and salary will be based on
the qualifications of the applicant.**

The U.S. Embassy in Kuwait is seeking an individual for the position of a Press and Media Specialist to work in the Public Affairs Office.

Important note:

Ordinarily Resident (OR) applicants must have the required work and/or residence permit to be eligible for consideration. (This applies to all foreign nationals (US and non-US citizens) residing in Kuwait).

All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

All US Citizens (USEFMs, EFMs, or MOHs as defined below) of US Government Employees assigned to the Mission and under Chief of Mission authority are eligible for consideration. A US Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

TO APPLY

Interested applicants for this position **must** submit the following **or the application will not be considered**.

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site: <http://kuwait.usembassy.gov> and/or
2. A current résumé or curriculum vitae that provides the **same information** as the DS-174 (specifically section 1-24 of the DS-174)
3. Copy of the high school certificate/university degree (per the requirement of the position).
4. Copy of the Civil ID or passport copy including the residence permit page.
5. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

SUBMIT APPLICATION **BEFORE THE CLOSING DATE TO:**

Human Resources Office
American Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR Email the application to: HROKuwait@state.gov

Please note that incomplete applications will not be accepted.

BASIC FUNCTION OF THE POSITION

The incumbent works under the general supervision of the Public Affairs Officer and/or Information Officer. S/he is responsible for planning and implementing the overall country-wide media program for one or more segments of a major post's broad scope, complex, and diversified information program. The position provides supervision to one LE Staff (Information Assistant) and is responsible for providing training, guidance, performance coaching and evaluation.

Duties include:

- Maintains regular contact with high-level Kuwaiti officials in media and government circles, should have working level and senior contacts in all the major newspapers, TV stations, radio stations and throughout the Ministry of Information and KUNA. Advises PAO, Ambassador and Embassy section heads on public affairs strategies.
- Translates and analyzes the coverage of U.S. policy and of Kuwaiti politics, economics, and society by the 18 Kuwaiti dailies, as well as the growing number of on-line journals and blogs. Conducts daily morning press briefings for PAO and Senior Embassy Officers. Drafts and disseminates a daily press summary.
- Develops and maintains contacts with newspaper and on-line columnists, as well as bloggers. Develops and maintains contact with producers and editors of Kuwaiti television. Engages with, maintains contacts at, and monitors activities of Kuwaiti journalistic professional associations.
- On an ongoing basis, designs strategies for outreach to these key media contacts to promote placement of PD products. Designs training programs for Kuwaiti journalists, drawing on PD programs such as speakers and DVCs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

1. Possession of a Bachelor's degree in Social Science and/or Journalism, Liberal Arts, Political Science, Economics, International Relations, or related fields. Specialized training in press, publication, radio, audio-visual. Must have done at least one management or leadership training course during previous job experience.
2. Seven to ten years of progressively responsible experience in the communications media as a Journalist, Radio Broadcaster, writer, Public Relations, or Advertising Specialist, or a combination of similar, related experience. Three of those years should be in the position with leadership and/or managerial responsibilities.
3. Level IV (Fluent) in English and Level V (professional translator/interpreter) in Arabic, in writing, reading, and speaking. Able to accurately interpret and translate from Arabic to English and vice versa (both oral and written). **Language skills will be tested.**
4. Incumbent must have a detailed understanding of the host country's media, political, economic, social and educational structure, institutions, political parties, and key figures in the mass media, military, government, labor and business circles. The incumbent should be able to clearly articulate their understanding of the aforementioned topics in both English and in Arabic and in written and oral form.
5. Ability to develop and maintain high level contacts in the media and in government, professional, and information circles. Ability to plan, arrange and execute one or more segments of the overall information program. Creative ability and imagination in planning, researching, writing and producing informational materials and programs. Sound intellectual, professional and political judgment in order to advise on selection and release of materials to the public and the news media.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Only those short listed applicants will be called for a test/interview.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a US Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: COB November 20, 2011

An equal opportunity Employer

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.